

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
SEPTEMBER 17, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on September 17, 2001, at 1:00 p.m. Eastern Daylight Time (EDT). Dr. Frederic Siegelman of the U.S. Environmental Protection Agency (USEPA), Chairman, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the issues in the distributed agenda.*

INTRODUCTION

Dr. Siegelman called the meeting to order. The minutes from the September 12, 2001 teleconference, were not reviewed at this time.

SUBCOMMITTEE REPORTS

Asbestos – Mr. George Kulasingam, Co-Chairperson

Mr. Kulasingam will distribute the draft language to the Quality Systems committee for comments via email. Dr. Siegelman set a tentative teleconference on September 28, 2001, for the Quality Systems Committee to review and finalize the Asbestos language. If the teleconference does not take place, review of the language will be done via email with final draft prepared by Dr. Siegelman for distribution to Ms. Jeanne Hankins.

Microbiology – Ms. Marty Casstevens, Chairperson

Culture Media Preparation and Residual Chlorine – It was recommended and agreed by this committee that the Residual Chlorine issue be put on the NELAC-7i Agenda for further discussion by conference members and input from the Accrediting Authorities be requested. It was agreed by the committee members for Dr. Siegelman to forward the Microbiology draft language for Culture Media Preparation to Ms. Hankins for NELAC 7i. presentation.

Performance-based Management System (PBMS) – Mr. Scott Sider, Chairperson, reported by Carl Kircher

PBMS has received comments regarding NELAC Standards Chapter 5 language. Mr. David Friedman has created a comparison table illustrating comments, describing the contents, and showing where it is in relation to the May 11th version. Further teleconferences have been scheduled to complete the draft changes.

ISO 17025 – Dr. Fred Siegelman, Chairperson

The ISO 17025 committee has completed their draft which is organized and conforms to ISO 17025. Dr. Siegelman extended the committee's thanks to Ms. Nicole Weymouth for her excellent job in editing this document. Annotated documents will be distributed to the NELAC-7i Conference showing the ISO 17025 text first and just below it, in redline mode, the NELAC Standards equivalent text.

Comments Review

New or Reconditioned Instruments - ONGOING - Mr. Bob Di Rienzo reported that some further clarification regarding instrument detection limits is required.

One Standard Calibration for Method 6010B - ONGOING - Betty Boros-Russo and Charlie Hooper to review.

PBMS Subcommittee Request for Direction - ONGOING. It was suggested by member to forward the draft product as it is today to Ms. Hankins. If there should be any further issues after the October 1, 2001 deadline, those issues will be brought as discussion items at the NELAC-7i. Dr. Siegelman will estimate the amount of time for each discussion subject and coordinate with the other committee Chairpersons. It is presumed that concurrent sessions must go on during the NELAC-7i and coordination will be necessary to assure the most beneficial discussions.

Culture Media Concern - ONGOING - See Microbiology report above.

Quality Control Data in Final Report - COMPLETED.

Testing Microbiology Samples for Free Chlorine - ONGOING - See Microbiology report above.

ADJOURNMENT

There being no further business the meeting was adjourned.

NEXT MEETING

A tentative teleconference has been suggested for September 28, 2001, and will be confirmed by Dr. Siegelman. The next regularly scheduled meeting is October 1, 2001.

ATTACHMENT A

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
SEPTEMBER 12, 2001**

Item No.	Action	Date to be Completed
1	Ms. Casstevens will forward the proposed wording to all Quality Systems Committee members to review	ASAP
2	Members to forward any substantive issue NELAC Standards comments to Dr. Siegelman	09/24/01
3	Dr. Siegelman will forward the NELAC Standards proposed language to Ms. Jeanne Hankins	10/01/01
4	Dr. Siegelman will call Ms. Hankins to discuss the NELAC-7I questions regarding detailed agendas and deadlines	ASAP
5	Dr. Siegelman will schedule a teleconference call for September 28, 2001 and notify committee members	ASAP

PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
SEPTEMBER 12, 2001

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